
| | |
|------------------------|---------------------------|
| Position Title: | Fire Chief |
| Department: | Fire |
| Accountable to: | City Administrator |

PRIMARY OBJECTIVE:

The Fire Chief is responsible for the planning, direction and administration of the Fire Department and all Fire Department activities. The Chief shall:

1. Direct the operation of the Department;
2. Serve as the City's Fire Marshal; and
3. Coordinate fire activities and channel communication to the City Administrator, Fire Advisory Committee, and City Council as directed.

Work involves planning, organization and coordination of the Fire Department and Department personnel. The Fire Chief performs emergency and rescue services through the prevention and control of fires as well as response to other rescue situations. The incumbent serves as the City Fire Marshal and directs the operations of the Department consistent with municipal ordinances and policies, State and Federal laws.

ESSENTIAL FUNCTIONS:

1. Supervises all department employees and activities consistent with municipal ordinances and policies.
2. Is responsible for the maintenance and repair of equipment.
3. Develops and implements policies and procedures for the Department. Presents policies and procedures for review and approval by the City Administrator and/or City Council, as appropriate.
4. Plans, organizes, assigns, and directs Department operations with respect to equipment, apparatus, and personnel; provides for the training and discipline of personnel.
5. The Fire Chief shall keep the City Administrator, Fire Advisory Committee and the City Council informed of all activities through oral and written reports and shall maintain adequate books and records for public inspection.
6. Acts as the City's Fire Marshall. Enforces the fire prevention laws, such as safety regulations for public assemblies, the handling and storage of combustible materials and the use of inflammable liquids and explosives. Works with City Planner and Building Official to reviews and make recommendations regarding the fire and safety aspects of planning cases.

7. Recommends an annual operating budget to the City Administrator for review by the Fire Advisory Committee. Provides detailed information on budgetary requests and ensures that all Department expenditures are consistent with the approved budget.
8. Actively manages the Fire Department's annual operating budget to ensure that all purchases and operational needs are within the approved budget.
9. Develops and maintains a major and minor capital equipment replacement plan to assist the cities in planning for the purchase of equipment and other items that have a value greater than \$5,000.00. Works cooperatively with the City Administrator, Finance Director and the Fire Advisory Commission to prioritize the replacement of equipment and to receive maximum life and use of each equipment purchase.
10. Manages the development and implementation of a comprehensive fire prevention program.
11. Maintains fire and emergency incident records and reports for efficient operations and public inspection.
12. Directs the operation and maintenance of fire alarms, reporting systems and equipment.
13. Responds to fire calls, emergency incidents and directs all firefighting activities.
14. Stays abreast of fire fighting methods and administration by attending conferences and educational training.
15. Addresses civic and other groups regarding the activities and programs of the Department.
16. Maintains a supply inventory and orders supplies as necessary.
17. Represents the Department at intergovernmental meetings and other meetings as necessary and submits reports as needed or requested.
18. Works cooperatively with other Fire and Police Departments as well as Ambulance services. Provides mutual aid to neighboring departments.
19. Performs other duties as assigned or apparent.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education and Experience.
 - AA or BA Degree
 - Minimum of five years experience as an active firefighter with three years of command officer experience.
 - Must possess a valid Minnesota Drivers License.
 - Must pass background investigation, physical examination, and physical ability test.
 - Shall reside within a 30 minute response time of the Fire Service Area.

- Shall have completed Firefighter I and II training or the equivalent Fire Department, State and NFPA training or have the ability to complete and pass the training within one year of hire as a probationary member.
- Basic computer skills and software knowledge including; Microsoft Office; and Firehouse reporting software or other State reporting software knowledge.

2. Knowledge, Skills and Abilities.

- Considerable knowledge of the principles, practices and techniques of Fire Department administration, including budgeting, monitoring budgets and capital planning
- Ability to quickly learn rules, regulations and policies of the Department and the City, the geography of the service contract area, and the location of roadways, principal buildings, and fire hydrants.
- Considerable knowledge of the principles, practices, procedures, and equipment used in fire fighting and in the protection of life and property from fire.
- Considerable knowledge of the uses and limitations of the various types of apparatus and equipment used by the Department, and of their operational and maintenance requirements.
- Considerable ability to plan, train, assign, and direct personnel and equipment for the most efficient use for fires.
- Considerable ability to plan, install, and implement programs of the Department operations and activities, personnel training and fire prevention.
- Considerable ability to react quickly and calmly in emergencies and to direct the work of firefighters in emergency situations.
- Considerable ability to prepare accurate and thorough reports.
- Considerable ability to communicate effectively both orally and in writing with City, State and County officials, and the general public.
- Strong background in team building, training and development.
- Supervisory experience at a command level.
- Experience in staff recruitment and retention.
- Ability to interpret and enforce fire codes.
- Ability to review building plans related to fire codes.
- Experience with researching and writing grant requests.

3. Special Requirements.
- No felony convictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and outdoors year round in an extreme variety of settings.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Caries out assignments and duties under limited supervision.
- Prepares reports and assembles data as required in an accurate manner.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates effectively in person and on the phone.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.